



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
**DEPARTMENT OF STATE**

DIVISION OF PROFESSIONAL REGULATION

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: WWW.DPR.DELAWARE.GOV

<b>PUBLIC MEETING MINUTES:</b>	<b>BOARD OF FUNERAL SERVICES</b>
<b>MEETING DATE AND TIME:</b>	<b>Tuesday, February 16, 2010, 9:00 a.m.</b>
<b>PLACE:</b>	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room B</b> , second floor of the Cannon Building
<b>MINUTES APPROVED:</b>	June 17, 2010

**MEMBERS PRESENT**

Harry Fletcher, Professional Member, President  
William Torbert, Professional Member  
Robert O. Wright, Professional Member  
Charles Arcaro, Professional Member  
Marceline Knox, Public Member, Secretary

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Eileen Heeney, Deputy Attorney General  
Renee' Holt, Administrative Specialist II

**MEMBERS ABSENT**

M.C. Byrd, Public Member  
Danna Levy, Public Member

**OTHERS PRESENT**

Raymond Johnson

**CALL TO ORDER**

The meeting started 30 minutes late due to severe road conditions; ice and snow. The meeting was called to order at 9:30 a.m.

**REVIEW OF MINUTES**

The Board reviewed the minutes of the September 30, 2009 meeting. Mr. Wright made a motion, seconded by Mr. Arcaro, to table the meeting minutes. The motion was unanimously carried.

**UNFINISHED BUSINESS**

Strategic Planning

Mr. Fletcher advised the Board that the items listed on the Strategic Plan were from previous boards. Ms. Holt recommended starting a new Strategic Plan. Mr. Wright made a motion to

remove old items and develop a new Strategic Plan. Mr. Arcaro seconded the motion, and it was unanimously approved.

#### Funeral Establishment – Name and Location Change

The Board reviewed additional information provided, as requested, by Deborah E. Harris – Knock Funeral Services. Mr. Arcaro made a motion to approve the name and location change, seconded by Ms. Knox. The motion was unanimously approved.

### **NEW BUSINESS**

#### Review of Continuing Education Application

Mr. Arcaro made a motion, seconded by Ms. Knox, to approve the application for continuing education submitted by Epsilon Nu Delta Mortuary Fraternity Inc. for the course *Known Shipper Regulations*, offered on February 12, 2010 for 1.0 continuing education unit and the application for *Social Networking and Your Funeral Home*, offered on February 12, 2010 for 1.0 continuing education unit. The motion was unanimously approved.

#### Approval Ratifications

Mr. Arcaro made a motion to ratify the acceptance of applicant Raymond Johnson's final reports and license issuance, seconded by Ms. Knox. The motion was unanimously approved.

Mr. Arcaro made a motion to ratify the issuance of Resident Internship license for Nicole Robinson, seconded by Mr. Torbert. The motion was unanimously approved.

#### Request to Begin Internship at 70% Completion of Mortuary Curriculum – Crystal Johnson

Mr. Fletcher read Ms. Johnson's request to the Board, and advised that the Board does not currently allow internships to begin prior to completion of the mortuary curriculum. Ms. Holt will send a letter from the Board to Ms. Johnson denying her request.

#### Applications for Funeral Establishment Permits

Ms. Knox reviewed the application for Funeral Establishment Permit of Gore Funeral Services. Ms. Knox made a motion, seconded by Mr. Torbert, to approve the application for Funeral Establishment Permit of Gore Funeral Services. The motion was unanimously approved.

Ms. Knox reviewed the application for Funeral Establishment Permit of Romero Funeral Home, After discussion, the Board requested Ms. Holt request additional information from the applicant regarding the reason for the application – new establishment or name change, as the location is the same as a currently permitted establishment. Ms. Knox made a motion, seconded by Mr. Torbert, to table the application until the Board receives clarification on whether the application is a name change or a new establishment. The motion was unanimously approved.

#### Application for Funeral Director by Reciprocity

The Board reviewed the application for Sharon D. Waddell. Mr. Arcaro made a motion, seconded by Ms. Knox, to approve the application contingent upon receipt of the additional \$3.00 required for the application fee. The motion was unanimously approved.

**Establishment of Credentialing Committee**

Ms. Holt explained to the Board the purpose of establishing a Credentialing Committee. Mr. Fletcher agreed that it would be a good process for the Board, and called for volunteers. Mr. Wright and Mr. Torbert volunteered. Ms. Holt explained the process for application review, stating the applications would be scanned and emailed to Mr. Wright and/or Mr. Torbert for their review. Mr. Wright and Mr. Torbert would report their recommendations to the Board at the next Board meeting.

**Complaint Status**

Mr. Torbert confirmed receipt of Complaint #27-03-09.

Ms. Holt reported Complaint #27-05-08 was forwarded to the Attorney General's office.

**Other Business Before the Board** (for discussion only)

There was no other business before the Board.

**Public Comment**

Mr. Johnson thanked the Board for their consideration. The Board apologized to Mr. Johnson for the delay caused by the cancellation of the meeting in January.

**Next Scheduled Meeting**

The next meeting will be held on Wednesday, March 24, 2010, at 10:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

**Adjournment**

There being no further business, Mr. Arcaro made a motion, seconded by Ms. Knox, to adjourn the meeting. The motion was unanimously carried. The time of adjournment was not recorded.

Respectfully submitted,



Renee' M. Holt  
Administrative Specialist II